

Appendix A

Definition of Terms

a. Agency Program Coordinator (APC): Serves as the focal point for the coordination of the applications, issuance, maintenance, destruction of IMPAC cards, establishment of reports, and all administrative training. This individual also serves as the liaison between the Directorate of Contracting, US Bank, and the GSA Contracting Officer. He/she oversees the IMPAC program and establishes guidelines, policy and procedures. US Bank will only accept changes to the IMPAC card from your APC.

Agency Program Coordinator:

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Directorate of Contracting
14 Messerschmidt Road
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(724) 693-2484 Commercial
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b. Alternate Approving Official: The alternate approving official is responsible for performing the duties of the approving official to include certifying the billing statement for payment in the absence of the approving official. The alternate approving official normally will be the approving official's supervisor.

c. Approving Official: An individual who has under his/her purview a number of cardholders. The duties of an approving official include the responsibilities of a purchase card certifying officer. This individual should be in the cardholders chain of command, a supervisor and/or a grade higher in rank than the cardholder, and should meet the following requirements: (a) knowledge of appropriations or funds and accounting classifications; and (b) knowledge of obligation and payment submission process. An approving official may have the responsibility of one or more government purchase cardholders. The Government uses the approving official concept in the commercial credit card program for the monitoring of credit card purchases, internal control purposes, and certifying the official invoice for payment.

The approving official is responsible for, reviewing his/her cardholder's monthly statements and verifying that all transactions made were for necessary government purchases and that the cardholder had prior approval and are in accordance with Federal Acquisition Regulations, this SOP and local agency policies. Other duties may be delegated as agencies/organizations see fit. The approving official provides a critical checkpoint by reviewing the cardholder's transactions to ensure that transactions are necessary and for official government purposes only.

The approving official is also responsible for ensuring that proper property book procedures have been followed and that hand receipts have been obtained where required. The approving official is usually the cardholders immediate supervisor.

d. Automated Data Processing Equipment (ADPE): As defined in Public law 99-500 (40 U.S.C. 759 (a) (2)). Any equipment or interconnected system or subsystem of equipment or interconnected system or subsystem or equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception, of data or information.

e. Cardholder: Any individual designated by an agency/organization to be issued a card. The card bears the individual's name and can be used only by that individual to pay for official purchases in compliance with agency/organization internal procedures and this SOP.

f. Cardholder Statement of Questioned Item Form (CSQI): Form completed by the cardholder if he/she recognizes a discrepancy on his/her monthly SOA. A separate form must be completed for each discrepancy. See Encl 9

g. Certification: The act of attesting to the legality, propriety and correctness of a document for payment as provided for in 31 U.S.C. 3528.

h. Construction: Construction, alternation, or repair (including dredging, excavating, and painting) of buildings, structures or other real property by contractors/commercial vendors.

i. Credit Card Log: Log used by the cardholder to record all purchases. The cardholder may use either a computerized or manual form.

j. Delegation of Authority: Document issued by the Directorate of Contracting appointing the cardholder as a procurement official. This delegation specifies the authority being delegated and any limitations on the authority. See Encl 2

k. IMPAC Card Review/Checklist: Checklist will be used by the Directorate of Contracting when the APC visits an activity to review IMPAC card files (once annually). See Encls 5 & 6

l. Micro-Purchase: An acquisition of supplies or services (except construction), the aggregate amount of which does not exceed \$2500, except that in the case of construction, the limit is \$2000.

m. Official Invoice: A document requesting payment be made to the government purchase card contractor. The official invoice (billing statement) covers one approving official and one or more cardholders per billing period. The official invoice is certified for payment by the purchase card certifying officer/approving official. See Encl 10

n. Pecuniarily Liable: Individuals may be pecuniarily liable for a loss to the Government. In simple language this means that an individual may be responsible personally for the amount of loss for which he/she is accountable.

o. Procurement Integrity Form: Form is completed by a cardholder, approving official, alternate approving official after receiving procurement ethics training. See Encl 7

p. Purchase Card Certifying Officer: A DOD military member or civilian employee of the Department of Army appointed in writing to certify the official invoice for payment. Both the approving official and the alternate approving official will be the designated purchase card certifying officer by issuance of a letter of

appointment by the Chief of the Directorate of and completion of a signature card (DD Form 577). See Encls 1a, 1b, & 1c. The approving official certification functions include:

1. Verify transactions meet legal requirements for authorized purchases.
2. Verify that adequate documentation is available for individual transactions.
3. Take appropriate action to prevent two or more payments for the same transaction.
4. Implement correct dispute procedures when transactions are disputed.
5. Issue certification statement to the payment office.

q. Receipt of Government Credit Card: Receipt letter informs the cardholder when his/her IMPAC card was ordered, how to activate the card, etc. See Encl 3

r. Request for New Accounts: Memorandum used by supervisors to request issuance of an IMPAC credit card to an individual. Should an individual require more than one IMPAC card, a request must be filled out for each card to be issued. See Encls 8a & 8b. NOTE: For RESERVE ACTIVITIES the 99th RSC policy is that accounts will only be established for those who have had the 99th RSC DOC IMPAC training and to full-time personnel. On occasion and with good reason, a waiver may be granted by the 99th RSC Resource Management Officer (RMO) and must be attached in writing to the request to establish an account.

s. Service: A contract that engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. Examples include maintenance, repairs, housekeeping, rentals, subscriptions, advisory/assistance services, operations of equipment.

t. Statement of Account (SOA): The Statement of Account is a monthly listing of all items purchased by the cardholder and billed by the merchant. See Encl 4

u. Supply: An item or commodity, that when purchased is owned by the buyer. Does not include real property, such as buildings or land.

Appendix B

DCSCOMPT

1. DSCOMPT Functions – The DCSCOMPT functions as program manager for execution of the IMPAC program specifically within the 99th RSC. Primary responsibilities include:

a. Oversees the accounting process for all IMPAC purchases.

(1) Ensures a legal and appropriate appropriation or fund citation is assigned to every cardholder account.

(2) Ensures an adequate system of control is in place for each cardholder that will make purchases against more than one appropriation or fund cite.

(3). Establishes procedures and internal controls that ensure sufficient funds have been reserved to cover anticipated expenditures for each cardholder during a designated period (such period not to be less than one month). Bulk funding is preferred method.

(4). Provides written guidance at each fiscal year-end regarding dates for centralization and termination of use of IMPAC cards and rules for obligating purchases made.

b. In conjunction with the Defense Finance and Accounting Service, establishes procedures to ensure computation of payment is in accordance with the Prompt Payment Act, to include the acknowledgment of authorization to pay interest penalty payments.

c. Monitors the submission of certified billing statements by the Approving Official at the Vendor Pay Office to ensure zero interest penalties are incurred.

d. Coordinates IMPAC program with the supporting Contracting Office to ensure all aspects of the program are exercised by the 99th RSC personnel and that all actions are in accordance with regulatory guidance.

2. Points of contact are Elaine Lisk, Budget Analyst/OMAR Team Leader (724) 693-2048 and Robin Freeman, Budget Analyst (724) 693-2043, fax extension 2104.

Appendix C

DCSLOG

LOGISTIC IMPAC CARDS – The DCSLOG issues IMPAC authority for the purchase of supplies and food services to the MSC and BN levels of the RSC. Cards will be embossed with “Supply”.

Supplies and Equipment:

a. Items Coded Local Purchase in the AMDF and/or Not listed in the AMDF: Cards will be embossed with “Supply”.

1. Authorization to Purchase: If an item is coded “K” or “L” in the AMDF, or not found in the AMDF, the cardholder has sufficient authorization to purchase the item with his/her IMPAC. Supporting written documentation from the requesting activity will include a 1348-6 with a formal Document Number, (DODAAC, Julian Date, Serial Number), which is included on the Document Register and/or Credit Card Log. A Demand History ADD (DHA) will be submitted to the cardholder’s SARSS-1 Support Installation or DSU. DHA’s will be submitted in accordance with DA PAM 710-2-1.

2. Funding Approval: Funding is provided via logistics provided to/through MSC for supplies and equipment. As long as supply codes support purchase via IMPAC, no additional funds certification is required from the RSC headquarters. If supplies are to support a specific exercise, such as POLEX or ASMP, request to purchase via IMPAC must be approved by the DCSOPS-T. Purchase of supplies through DCSOPS-T is not authorization to by pass normal supply channels.

b. **Center Equipment Supply Items:**
Cards will be embossed with “Supply”.

1. Center equipment supply requirement, i.e. copier toner, not available in the supply system and not included in equipment support contracts are purchased by the 99th RSC DCSLOG, Supply Division. The facility manager submits a DD Form 1348-6, 6 to 8 weeks prior to the requirement of the supply.

Verify the vendor identified on the DD 1348-6 will accept the VISA card and can supply the item “off the shelf”. The DCSLOG is currently updating Center Supply procedures. Additional information will be provided under separate cover.

2. DCSLOG will phone in the order and notify the facility manager of the action. DCSLOG funding will be used.

3. Funding Approval: Funding is provided via logistics provided to/through MSC for supplies and equipment. As long as supply codes support purchase via IMPAC, no additional fund certification is required from the RSC headquarters.

c. **AMSA and ECS IMPAC Cards:**
AMSA and ECS will be issued two separate IMPAC cards. One will be for the purchase of repair parts, Class IX. This card is solely for the purchase of repair parts to directly support unit equipment. The other card will be coded “AMSA DTD” and will be for the purchase of supplies to support Day to Day requirements for operation of the AMSA/ECS, such as bench or shop stock, safety shoes or glasses.

d. **Safety Shoes and Safety Glasses (AMSA/ECS ONLY):** Cards will be embossed with “AMSA DTD”.

1. Authorization to Purchase: The purchase of safety shoes and glasses is authorized for authorized personnel requiring these items in accordance with OSHA (29 CFR 1910), AR 385-10, ANSIZ41 1991.

2. Funding Approval: Funds are provided to AMSA/ECS for safety glasses/shoes via annual “Day to Day” budget provided by DCSLOG.

3. Additional Guidance: The 99th RSC is imposing a ceiling for the maximum amount which may be spent on a single item:

Safety Shoes: \$100.00

Safety Glasses: \$200.00

e. **Property Book Items:** May be procured using the IMPAC only after all established supply regulations, policies, and procedures pertaining to Property Book items are completed. Cards will be embossed with “Supply”.

f. **Food Service:** Cards will be embossed with “Food”.

1. Authorization to Purchase Major Subordinate Commands (MSC) must submit and utilize a **separate IMPAC** card for the purchase of subsistence, either raw or catered. The MSC may delegate purchase authority to the Battalion level. Units requiring local purchase of contract, catered, or raw subsistence will accomplish the following:

a. Prepare DA Form 3953 to include menu or Vendor’s bid sheet listing all menu items or raw ingredients to be purchased IAW guidance contained in the 99th RSC Pamphlet 30-1 to the respective MSC, for approval by the Food Service Coordinator.

b. At the close of each monthly MUTA, but not later than five (5) working days following, provide a copy of the Head Count Record (DA Form 3033) and a copy of the vendor’s invoice to the MSC.

c. All original documentation will be forwarded to the IMPAC point of contact at either MSC or Battalion level

2. Funding Approval: Food Service items are funded by an “Open Allotment”. Personnel issued the “Food” card are authorized to commit funds and formal fund certification need not be provided by the DCSCOMPT. The “Food” card should only be used for subsistence procurement. **DO NOT MIX THE SUPPLY AND FOOD CARDS!**

3. Additional Guidance: For further information, contact Ms. Guidry, (724) 693-1887 or CW4 Olofoson, (724) 693-2360, toll free (800) 635-1285.

Appendix D

DCSIM

1. Information Management IMPAC Cards – DCSIM IMPAC cards are held by Information Management staff members. These cards are for the purchase of equipment and repair and maintenance of automation, telecommunications, reproduction, and audio-visual equipment.

2. Execution – Individuals who are requesting repair, maintenance or service on any of this equipment must perform the following steps:

a. Identify a local vendor who can perform the required service who accepts the IMPAC Visa card as payment.

b. Complete a DA Form 3953 to include estimated price of repair or service and the name, full address, telephone number, and point of contact at the vendor's office. This form must be signed by the center commander or facility manager.

c. E-mail or fax the completed DA Form 3953 as stated in Appendix C, DCSLOG IMPAC guidance.

Appendix E

DCSOPS

1. Operations AT and IDT Cards – Members of the DCSOPS staff are authorized officials for purchase for AT and IDT support. AT and IDT support items include, but are not limited to, convoy or home station AT lodging, port-a-john rentals, range fees, etc.
2. Execution – The initiating individual will submit a written request (DA Form 3953) to the DCSOPS which will describe the item/service to be purchased, the reason for the request (i.e. FTX, weapons qualification, AT convoy, etc.), dates required and a recommended vendor (with phone number and POC) who accepts the IMPAC VISA card. This information is necessary so the cardholder at DCSOPS knows exactly what/where/when he/she is buying. The DCSOPS will return confirmation to the requester once the purchase has been arranged by the IMPAC cardholder.

Appendix F

DCSENG

1. Engineer IMPAC Cards - engineer
IMPAC cards are held by the Facility Management Officer, Oakdale, PA, each of the four Customer Support Teams Supervisors, and their Facility Management Specialists. The IMPAC cards are for engineer specific services and related supplies only.
2. Execution - When a need for facilities Maintenance (engineer services and related supplies) is identified, the source must use the engineer chain of command to remedy the situation. The Facility Management Specialist responsible for the Center should first be contacted. If not possible and the situation is a bona fide emergency, the Center's supporting Customer Support Team may be contacted. Phone numbers and pager numbers follow.
3. Engineer emergencies include those purchases of services and related supplies needed to execute repairs that maintain facility security, safety and prevent subsequent damage to the facility.
4. For details, see 99th RSC PAM 420-1, facility Operation (TBP).

99TH RSC ENGINEERS PHONE AND PIN NUMBERS PAGER NUMBER 1-800-946-4646

Facility Management Officer
Mr. Toby Croyle

PHONE #: (724) 693-2322
PIN #: 1122958

Supervisory Facility Management Specialist
Mr. Walt Wisner (Willow Grove, PA)

PHONE #: (215) 443-1662
PIN #: 7130208

Facility Management Specialist
Mr. Tom Collins

PHONE #: (215) 443-1792
PIN #: 7130249

Mr. Darrin Flake

PHONE #: (717) 264-0975

Mr. Johnny Stevens	PIN #: 7127375 PHONE #: (717) 342-1993
Mr. Ed Wolff	PIN #: 7125942 PHONE #: (814) 765-9801 PIN #: 7129961

<u>Supervisory Facility Management Specialist</u> Mr. Donald Newman (Ft Meade, MD)	PHONE #: (301) 677-5666 PIN #: 1122945
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Facility Management Specialists

Mr. Sam Ledden	PHONE #: (804) 233-6437 PIN #: 7125982
Mr. Pat Malloy	PHONE #: (301) 677-7593 PIN #: 7130248

<u>Supervisory Facility Management Specialist</u> Mr. Ed Clayton (Richmond, VA)	PHONE #: (804) 233-6437 PIN #: 1122949
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Facility Management Specialists

Ms. Mary Jackson	PHONE #: (757) 878-4117 PIN #: 7129966
Mr. John Lowman	PHONE #: (540) 674-1570 PIN #: 7127366
Mr. Wayne Umbarger	PHONE #: (540) 236-3124 PIN #: 7127374

<u>Supervisory Facility Management Specialist</u> Mr. Ted Fowler (Oakdale, PA)	PHONE #: (724) 693-2339 PIN #: 7125660
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Facility Management Specialists

Mr. John Dillon	PHONE #: (304) 372-3201 PIN: 7128580
Mr. Gary Weyant	PHONE #: (724) 693-2341 PIN #: 7129914
Mr. Pat Quinn	PHONE #: (724) 222-5860 PIN #: 7127368